

# **Stark County Emergency Management Agency**

## **Emergency Management Planner**

### **Position Summary**

The Stark County Emergency Management Agency (EMA) is now accepting resumes for the position of Emergency Management Planner. This unclassified position reports to the EMA Director and Deputy Director and falls under the hiring authority of the Stark County Board of Commissioners. This Planner position will work with local officials and other planners/contractors to maintain, update and develop local hazard plans; ensuring compliance with state and federal planning regulations and guidelines.

The ideal candidate will have knowledge of urban, suburban and rural areas of the County, strong communication skills, and the ability to effectively interact with government officials involved with public safety and emergency planning.

### **A sample of illustrative duties includes:**

- Establish, review and update departmental plans, including but not limited to: the Natural Hazard Mitigation Plan; Emergency Operations Plan (EOP); Emergency Support Functions (ESF); and other plans as state federal requirements dictate;
- Assist and provide guidance on disasters in political subdivisions of the County in the accomplishment of comprehensive emergency planning relative to preparedness, mitigation, response and recovery;
- Collect and evaluate disaster data which is used as a basis for recommendations in updating and improving current or future plans relating to county plans;
- Ensure that the County is represented as a full and active participant in emergency/disaster exercises by coordinating the testing and exercising of various elements of the countywide emergency preparedness and response plans;
- Complete spill reports for the LEPC as needed and assist the HAZMAT team control officers as required;
- Assess training needs and schedules training; develops and maintains database of required administrative information;
- Assists in daily office functions as directed by the EMA Director and all other duties as assigned or required;
- Maintain required licensures and certifications;
- Demonstrate regular and predictable attendance.

### **Qualifications:**

Qualifications include a minimum of a high school diploma or equivalent with at least two (2) years of experience working with public safety personnel and completion of the Federal Emergency Management Agency Professional Development Course (PDS). Preference will be given to candidates with a Bachelor's degree in Emergency Management or related field.

### **Salary:**

The salary range for this position is set at \$34,000 to \$38,000 annually.

**Interested candidates should submit a resume and cover letter, post marked no later than Friday, April 1, 2015 to:**

Stark County EMA  
**Attn: PLANNER**  
4500 Atlantic Blvd. N.E.  
Canton, Ohio 44705  
or via email to:  
[StarkEMA@starkcountyohio.gov](mailto:StarkEMA@starkcountyohio.gov)  
**Subject: PLANNER**